

DETENTION OFFICER CANDIDATES
Supplemental Information
THE REQUIRED APPLICATIONS ARE INCLUDED IN THIS PACKET.

Please complete the employment history of the attached application **specifically** and **completely**. The Sheriff's Office desires a comprehensive record of prior employment dating back 10 years. Please attach additional sheets if there is not sufficient space to describe your work history.

In addition to the completed application forms, please submit copies of the following documents, if applicable.

Applicant's Birth Certificate	Military Service Record Form DD214
Marriage Certification	V.A. Information Release Form
Naturalization Certificate	Education Certificates, Diplomas or Transcripts

Read over and complete this application **carefully**. Fill **all blanks** or write **N/A** for Not Applicable; and **proofread** your application before turning it in. This information will be used to conduct a background verification on applicants who meet written, physical and oral board standards. It is **not** used in the testing process.

TEST SCHEDULE-2005 December 20

TEST SCHEDULE-2006

January 10,24,31	May 2,9,16,23	September 12,19,26
February 7,14,28	June 6,13,20,27	October 3,17,24,31
March 7,14,21,28	July 11,18,25	November 1,8,15,29
April 4,11,18,25	August 1,8,15,22,29	December 5,12,19

*This is your only notice. Choose one of the above dates, individual notices will not be sent. Please report for testing on the date you have indicated on the bottom of **page one of your Background Questionnaire**. All above dates fall on Tuesday.*

TESTING LOCATION: Law Enforcement Administration Facility, Located at 911 E. SAWMILL ROAD, FLAGSTAFF, AZ. (Corner of Butler Ave. and Lonetree Road). Report to the lobby between the two flagpoles, (928) 226-5081. DO NOT GO TO THE JAIL LOBBY.

9:30 A.M.	WRITTEN EXAMINATION - Picture identification (driver's license) is required for entrance into the testing room.
11:30 A.M.	ORAL BOARD INTERVIEWS – These are individual interviews with a board consisting of 2-4 members who will each be rating the applicant on answers to formal questions. It is suggested that clothing appropriate for interviewing be worn.
3:00 P.M.	PHYSICAL AGILITY TEST (location will be announced at oral board interview) – Each applicant will be required to do: 5-push-ups in one minute, 10 sit-ups in one minute and a mile and one-half run in 18:50. Please bring suitable shoes and clothing for the test.

PLEASE ALLOW AMPLE TIME TO FIND PARKING

Submit completed applications to the Coconino County Human Resources Department, Located at
219 E. Cherry, Flagstaff, AZ. 86001 (928) 779-6702

Applications must be submitted at least two weeks prior to the testing date you have listed.

Revised 4/24/06

Detention Officer I Supplemental Information Cont.

Minimum Qualification Check List:

1. Must be at least 19 years of age at time of hire.
2. Must have a High School diploma or G.E.D equivalent
3. Must possess a valid Arizona driver's license by the start date
4. Must have a visual acuity of; 20/20 or better uncorrected; or 20/20 or better corrected by spectacle or hard contact lenses, if the uncorrected acuity is 20/80; or 20/20 or better, corrected by soft contact lenses, if uncorrected acuity is 20/200 or better. Color recognition and depth perception must also be acceptable.
5. Must meet CCSO Physical Training Standards.
6. Shall not have been convicted of a felony or any offense that would be a felony if committed in Arizona.
7. Shall not have been dishonorably discharged from the U.S. Armed Forces.
8. Shall not have used Marijuana within the past 12 months, or used Marijuana other than for experimentation.
9. Shall not have unlawfully used dangerous drugs or narcotics within the past 5 years or used narcotics or dangerous drugs other than for experimentation.
10. Shall not have a pattern of abuse of prescription medication.
11. Shall not have been convicted of or adjudged to have violated traffic regulations governing the movement of vehicles with such a frequency so as to indicate disrespect for traffic laws and a disregard for the safety of other persons on the highway.

Preferred Background:

Applicants with an interest in community service and who are easily insurable due to good driving record are preferred.

Physical Training Standards:

The following are the minimum standards in order to be considered for employment. **NOTE:** Flagstaff's elevation is approximately 7000 feet. This may affect the ability of those unaccustomed to lower oxygen levels in the high altitude atmosphere. Set your personal goals higher. Both the Initial Physical Agility Test and Academy may be waived if the applicant is Detention/Correction Academy Certified.

MALES and FEMALES (any age)

Push-Ups (in 60 sec.)	Sit-Ups (in 60 sec.)	1.5 Mile Run
10	15	10:00
20	25	9:30
30	35	9:00
40	45	8:30
50	55	8:00
60	65	7:30
70	75	7:00
80	85	6:30
90	95	6:00
100	105	5:30

5 10 18:50

Detention Officer I Supplemental Information Cont.

Selection Process

Applicants passing the Written Exam (with a score of at least 70%), Oral Board Interview and Physical Agility Test will be placed on an eligibility list. A weighted average is calculated as a result of all testing and oral board to determine where an applicant places on the list. Depending on the number of positions available, applicants from the list will be put through a Background Investigation. Upon successful completion of the Background Investigation, applicants will be scheduled for a Polygraph Examination. Upon successful completion of the Polygraph Examination, applicants will be interviewed by an officer of the Sheriff's Office. A determination of hire will be made at this point depending on available positions and successful completion of the above stated events.

Please keep the Coconino County Sheriff's Office informed of any address, phone or information changes or additions during this selection process. This process may take up to six- months depending on the applicant's placement on the list, the number of other candidates and frequency of openings in the Detention Facility.

Re-Test Information

Written Exam scores of 70% or better are valid for 6-months and may not be retaken during this time. An applicant, who did not receive a minimum score of 70 %, may re-apply and take the written examination after 30 days.

Physical Fitness scores at the minimum standard or higher are valid for six-months and may not be retaken during this time. An applicant, who did not meet the minimum standard, may retest weekly when applicable up to six-months.

Applicants who are unsuccessful on the oral board, background investigation, polygraph or Sheriff's Office interview must wait at least 1 year before submitting another application for a position with the Coconino County Sheriff's Office Detention Facility.